



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DOCUMENT CONSERVATION TECHNICIAN

Job Number: 20001058

Job Code: 50360V000101

Job Group: 5000 - LIBRARIES

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 09 Salary (MIN - MID):

\$11,224-\$14,869 - Hourly

\$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary

\$1,945.50-\$2,577.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs technical conservation tasks to restore and preserve historically significant documentary resources; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of document conservation experience.

Substitute EDUCATION for EXPERIENCE:

Specialized training in document conservation and/or college will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Fumigates, humidifies and dry cleans deteriorated historical documents and books using special paper cleaners. Chemically removes pressure sensitive tape and other substances. Tests inks prior to aqueous cleaning and de-acidification to determine their characteristics and solubility. Washes documents using aqueous method to remove embedded substances and to reduce stains. De-acidifies documents by aqueous and non-aqueous methods. Flattens documents using press and/or stretching techniques. Reconstructs documents using Japanese tissue and/or nylon gossamer web. Compensates for losses and reinforces with lining when necessary. Protects and preserves restored documents by encapsulation, by reinforcing with cellulose acetate and tissue or with heat set tissue. Performs limited treatment on non paper and/or bound materials such as hand sewing small books and pamphlets. Assists in training seminars.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves lifting of heavy pressing boards.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Employees are exposed to chemical solvents and power paper cutter.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.